



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Assistant Principal

Qualifications:

- WV Professional Administrative Certificate
- Endorsement as Principal
- Experience as assistant principal/principal preferred
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

Supervisor: Principal

Duties:

- Adheres to the Grant County Schools Employee Handbook and the Employee Code of Conduct
- Ensures appropriate supervision of students
- Assists in providing leadership of a positive, safe, and orderly learning environment for all students, faculty, and staff according to policies of the Board of Education and established administrative procedures;
- Assists in providing leadership to the school community in developing and focusing on a shared vision, mission, goals, and continuous school improvement planning consistent with the District vision and goals;
- Possesses knowledge of the principles of site-based shared decision-making and demonstrates ability to facilitate a team atmosphere;
- Possesses current knowledge of school improvement planning and characteristics of effective school operations;
- Demonstrates ability to work with diverse ethnic and socioeconomic communities;
- Possesses current knowledge of theory and practice in special education programming, including inclusion, discipline, IEP development and implementation and ADA compliance including 504 plans and SAT plan;
- Ensures the effective delivery of an instructional program that meets the needs of all students;

- Assists in providing leadership to the faculty in the ongoing process of evaluating the effectiveness and directing the improvement of educational programming;
- Assists in providing leadership in the analysis of current programs and student achievement results using standards, benchmarks and assessments and the integration of this analysis into curriculum development activities aligned with District/school goals;
- Assists in making administrative decisions in a timely manner and appropriately involves others in the process;
- Responds effectively to and resolves issues that arise in and outside the school environment that effect the successful operation of the school and student programming;
- Assumes responsibility for distribution and inventory of textbooks and instructional supplies as assigned by the principal;
- Assumes responsibility for preparation of Federal, State, and County reports as assigned by the principal;
- Assumes responsibility for development of master schedule as assigned by the principal;
- Shares in assuming responsibility for all aspects of extracurricular activities, including scheduling of applicable activities and officials, ordering and inventory of equipment, and budgeting;
- Models good human relations skills and interacts positively with all facets of the school community;
- Participates actively in a variety of meetings within the school, district, and community in an effective manner;
- Communicates effectively with parents and involves them in aspects of the school;
- Facilitates collaborative partners with outside agencies and businesses that promote a positive learning environment for all students;
- Supports and promotes special activities in the building that contribute to a positive and comprehensive school experience for the school community;
- Assists in providing leadership and coordination to all staff development activities in the building, ensuring the alignment of these activities with building-based school improvement areas;
- Assists in supervising and evaluating all faculty and staff, including extracurricular staff, assigned to the building and effectively addresses all performance issues in a manner consistent with district policy and practice;
- Participates in interviews for all staff assigned to the building as assigned by the principal;
- Participates in professional development that aligns with the mission/vision of the district;
- Demonstrates ability to apply computer technology in the performance of duties and responsibilities;
- Demonstrates ability of strategies for the implementation of technology in the delivery of instruction to effectively supervise and evaluate;
- Demonstrates ability to plan, organize, and establish priorities for action in conjunction with others;
- Demonstrates ability to make independent judgments and decisions;
- Demonstrates ability to perform effectively in an atmosphere of multiple and conflicting demands;
- Performs other duties deemed appropriate and assigned by the Principal and/or the Superintendent or his designee.